

NEW APPOINTMENT SYSTEM FOR AMERICAN CITIZEN SERVICES

Starting on November 14, 2011, U.S. Embassy Accra's American Citizen Services (ACS) Unit will offer the following routine American citizen services by appointment:

- Issuance and Renewal of U.S. Passports
- Reports of Birth Abroad
- Notarial Services

The ACS Unit will continue to accept walk-ins for the following:

- Emergency Services
Monday - Thursday, 7:30 a.m. - 5:00 p.m.; Friday 7:30 a.m. - 12:00 p.m.
- Non-appointment Routine Services
Monday - Friday, 8:30 a.m. - 12:00 p.m.

While Embassy Accra intends to move to an appointment only system for routine consular services in the near future, for the time being American citizens can still walk into the Embassy to apply for non-emergency services Monday-Friday between 8:30 a.m. – 12:00 p.m. However, priority will be given to American citizens who have booked appointments and walk-in clients should be prepared to wait longer for services. We encourage American citizens seeking consular services to book an appointment, as an ACS appointment will expedite your visit to the Embassy.

Please visit the [American Citizen Services page](#) for further information on any applicable form, fees, and other documentation. Please be sure that you have all of the necessary forms and documentation in your possession before making your appointment. You may cancel or change your scheduled appointment in advance if necessary by accessing the scheduling calendar. Please be advised that you may need to make another appointment if you do not arrive at your scheduled appointment with all of the required forms, fees and documentation.

Important Notice: Applicants who are late for the appointment will be asked to reschedule for another day.

Please visit [this link](#) to schedule your appointment.